

PACMIRS
Camp Ritchie
Maryland

ACO

28 June 1945

FIRE REGULATIONS

1. GENERAL

a. These Regulations are published for the guidance of PACMIRS personnel and are supplementary to the Camp Ritchie Fire Regulations. Camp Ritchie Fire Regulations are posted at the entrance of the Headquarters Section.

2. FIRE MARSHALS

a. The PACMIRS Duty Officer is designated Fire Marshal for the building.

b. The Chief, PACMIRS, will designate a Floor Fire Marshal and Deputy Floor Fire Marshal for each floor of the building.

c. Duties of Fire Marshals

(1) Building Fire Marshal

- (a) Coordinate activities of the Floor Fire Marshals.
- (b) Assist the Fire Department as required.
- (c) Conduct inspections to eliminate fire hazards.

(2) Floor Fire Marshals

- (a) Report fires to Switchboard Operator who will notify Fire Department - ext. 71.
- (b) Direct fire fighting activities prior to arrival of Fire Department.
- (c) Supervise protection of files and evacuation of personnel.
- (d) Assist the Fire Department as required.
- (e) Assign personnel to man the fire extinguishers.

(3) Deputy Floor Fire Marshal

- (a) Perform the duties of Floor Fire Marshal in his absence.

3. PROTECTION OF DOCUMENTS AND RECORDS

- a. If time and facilities permit, all documents and records will be placed in metal, fire-resistant filing cabinets.
- b. Section Chiefs will designate necessary personnel to close and lock all safes and file cabinets.
- c. In their discretion, Section Chiefs may designate certain valuable documents or files to be removed from the building.

4. EVACUATION OF PERSONNEL

- a. When evacuation is necessary, Floor Fire Marshals are responsible that it is carried out in an orderly manner.
- b. Use of Exits
 - (1) Personnel of Library and north half of Document Group areas will leave the building through Document Group outside doors.
 - (2) Personnel of Supply Room and south half of Document Group areas will leave the building through Supply Room outside doors.
 - (3) Personnel of Translation Section will leave the building through Translation Section main entrance.
 - (4) Personnel of Headquarters Section and Translation Group offices will leave the building through the Headquarters Section main entrance.
 - (5) Personnel of Research Control, Production Section, and Air Unit will leave the building through the fire escape door at west end of Air Unit area.
 - (6) Personnel of Editorial Section and Operational Intelligence Section will leave the building through the fire escape door in Editorial office.
 - (7) In case any of the designated exits are blocked by fire, personnel will leave the building as directed by the Floor Fire Marshal.
 - (8) All personnel evacuated will proceed to the parade ground and await instructions.

5. FIRE EXTINGUISHERS

- a. Fire extinguishers are located as designated on plans posted on each floor.
- b. All personnel will familiarize themselves with the location and operation of the extinguishers in their area.

c. Each Floor Fire Marshal will assign one man and an alternate to each fire extinguisher. Lists of these men will be posted on each floor and a copy will be submitted to the Adjutant for record.

6. FIRE DRILLS

a. Fire drills will be conducted periodically as directed by the Chief, PACMIRS.

7. ALARM

a. As a temporary expedient and until bells are obtained, five rings of all telephones will signify either actual fire or fire drill.

By order of Lt Colonel GRONICH:

OFFICIAL:

CHARLES G. WHITMIRE
Captain, CAC
Adjutant

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